

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0733

FLSA: Exempt

**CLASSIFICATION TITLE: CONSTRUCTION PROGRAM
SUPERVISOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/technical work functions associated with overseeing the city's stormwater construction sites program, drainage design activities and field inspection of drainage problems, and construction activity to control/reduce the discharge of pollutants and sediments from construction sites city-wide.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; ensures adherence to established safety procedures.

Consults with management, city council, regulatory agencies, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Communicates with other departments, contractors, architects, engineers, surveyors, regulatory agencies, the public, and other individuals as needed to coordinate work activities, review status of work, review compliance issues, exchange information, resolve problems, or give/receive advice/direction.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Coordinates department work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Coordinates work activities with those of other departments, contractors, utility companies, outside agencies, or others as needed.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Enforces and directs all construction activity to control/reduce the discharge of pollutants and sediments from construction sites city-wide.

Conducts site visits; meets with engineers, architects, surveyors, property owners, or other individuals at job site.

Reviews/approves site plans; enforces compliance with approved site plans.

Requires state/federal permits for construction sites; oversees site staging for construction sites.

Oversees city-wide control of pesticides and herbicides, control/disposal of chemicals and construction debris, control of off-site tracking of soils, site erosion controls and maintenance, and installation of pollution controls.

Documents violations that require court fines.

Inspects sites and designates state wetlands and waters.

Designs stormwater and engineering projects; reviews and performs computer-aided design and manual preparation of construction plans/designs.

Approves and signs land disturbance permits.

Compiles and publishes contract documents and specifications for bid; directs and manages stormwater contracts.

Assists in development of best management practices.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Assists in developing and implementing departmental budget; monitors expenditures.

Prepares or completes various forms, reports, correspondence, lists, work orders, schedules, cost estimates, performance appraisals, or other documents.

Receives various forms, reports, correspondence, architectural drawings, drainage calculations, hydrology reports, permit applications, flow charts, regulations, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, computer-aided design, or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs a variety of clerical tasks, which may include answering office telephones, copying documents, initiating/receiving facsimile transmission of documents, filing documents, and processing mass mailings.

Researches deeds, plat books, subdivision plats, and surveys to identify ownership and property lines; researches utility locations to identify conflicts.

Develops legal descriptions.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes civil engineering, drainage design, project coordination, and water pollution control/prevention; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, or traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.